



**south carolina**  
**DEPARTMENT *of* PUBLIC SAFETY**  
**PROTECT. EDUCATE. SERVE.**

**Office of Highway Safety and Justice Programs**

**FFY 2025**  
**Byrne State Crisis Intervention Program**  
**(SCIP) Solicitation**

Release Date:  
Applications Due:

February 9, 2024  
March 22, 2024

## **I. Introduction**

The South Carolina Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has been designated as the State Administrative Agency (SAA) of the Byrne State Crisis Intervention Program (SCIP) for the state of South Carolina. The purpose of Byrne SCIP is to further the Department of Justice's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence, with a particular focus on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence.

## **II. Funding Priorities**

A diverse State Crisis Intervention Advisory Board was established to inform and guide the state's related gun violence reduction programs/initiatives. The Board has established the following priorities for SCIP funding.

- A. Specialized court-based programs such as drug, mental health, and veterans treatment courts, including those that specifically accept clients with firearm violations:
  - Expanding the capacity of existing drug, mental health, and veterans treatment courts to assist clients who are most likely to commit or become victims of gun crimes
  - Threat assessment training for prosecutors, judges, law enforcement, and public defenders
  
- B. Behavioral health deflection for those at risk to themselves or others
  - Behavioral threat assessment programs and related training
  - Triage services, mobile crisis units (both co-responder and civilian only), and peer support specialists
  - Support behavioral health responses such as regional crisis call centers, crisis mobile team response, and crisis receiving and stabilization facilities/services to individuals who are in crisis
  - Law enforcement-based programs, training, and technology

Projects with an emphasis on youth gun violence prevention initiatives that align within the above priorities are encouraged by the Board.

## **III. Eligible Applicants**

The Byrne SCIP is open to state agencies, local units of government, tribal governments, institutes of higher learning, and non-profit agencies. A "local unit of government" is defined as any city, county, town, township or other political subdivision of a state.

In addition, the following points should be noted regarding eligible applicants:

- A. Police departments, sheriffs' offices, and public defender's offices are not eligible to apply directly but would be the implementing agency for the grant. A city or county would be the legal applicant/recipient and manage grant funds on behalf of the implementing department or agency.
- B. State courts (courts of general jurisdiction) are eligible to apply for funds. However, local courts (magistrate and municipal courts) similar to police departments would have to apply through their local units of government.
- C. A solicitor's office, for grant purposes, is funded as an office within a lead county.

The lead county must meet the following requirements:

- a. Maintain the financial records for the grant
  - b. Include the solicitor's office in its payroll records; and,
  - c. Include the financial records of the grants to the solicitor's office in its organization-wide audit.
- D. Information for the following individuals will be required on the Grant Application:
- a. Project Director – Implementing Agency/Department Head, or person involved in the daily operations of the project.
  - b. Financial Officer – City or County Finance Director, or state agency Chief Financial Officer.
  - c. Official Authorized to Sign – Mayor, City or County Administrator, or state agency director.

#### **IV. Funding Policy**

Projects may be funded on a yearly basis for a period not to exceed three years, based on an annual evaluation of current-year grant performance. There is never a guarantee of continuation funding for any program or project. To expand or enhance an existing program, the current level of program activity must be maintained.

#### **V. Distribution of Grant Funds**

A minimum of forty (40) percent of South Carolina's entire allocation of SCIP grant funds is required to be awarded to local programs.

## **VI. Matching Requirement**

This solicitation does not require a match.

## **VII. Guidelines for the Use of Grant Funds**

### **A. Allowable Expenses:**

1. Personnel, equipment, supplies, contractual support, training, technical assistance, and information systems related to the implementation of an actual program within the state's SCIP priority areas. This program must be defined in the program narrative sections of the application.
2. All grant-funded personnel must have one hundred percent of their grant-funded time dedicated to grant activities (See also all non-supplanting provisions in the Grant Terms and Conditions).

### **B. Unallowable Expenses/Limitations on funding:**

1. Any expenditure that is not a part of an approved program or project is unallowable.
2. Grant funds may not be used to supplant existing state or local criminal justice funds. Any grant expenditures must increase the existing amount of funds available for eligible activities.
3. In addition to the unallowable costs identified in the DOJ Grants Financial Guide ([Available here](#)), award funds may not be used for the following:
  - a. Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
  - b. Client Stipends
  - c. Gift cards
  - d. Food and beverage
  - e. Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.
4. Activities to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying) and 18 U.S.C. 1913, as appropriate.

### **C. Financial Requirements**

An assurance that SCIP funds will not be used to supplant local funding must be provided in the application as stated in Grant Terms and Conditions. This certification attests that federal funds will be used to supplement existing funds for program activities, not replace funds

already appropriated for the same purpose. Potential supplanting will be the subject of post-award monitoring and audit. If there is a potential presence of supplanting, the applicant or subgrantee will be required to supply documentation demonstrating the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations of this requirement can result in recoupment of monies provided under this grant in addition to possible civil, and/or criminal penalties.

## **VIII. Suspension or Termination of Funding**

The SAA may suspend (in whole or in part), terminate funding for, or impose another sanction on a subgrantee for any of the following reasons:

- A. Failure to comply substantially with the terms and conditions, special conditions, SCIP program guidelines, or other provisions of federal law.
- B. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.
- C. Failure to submit reports (programmatic and/or financial) in a timely manner.
- D. Filing a false certification in this application or other report or document.

## **IX. Application and Funding Review Process**

All applications will be reviewed equally by the Office of Highway Safety and Justice Programs staff. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications are carefully reviewed by OHSJP staff to ensure that only projects with a significant chance of success are funded. An application review may also be conducted by the Crisis Intervention Advisory Board. Please be advised that the Board and/or OHSJP staff may require additional project information, up to and including a presentation by the applicant on the project proposed.

The OHSJP staff use the following criteria in the development of funding recommendations for the South Carolina Public Safety Coordinating Council and the Bureau of Justice Assistance.

- A. Documentation of need
  - 1. Program Definition - Any funds requested must be for the implementation of a program eligible under one of the priority areas. The program must address the activities as identified in the grant area selected.

2. Project Impact - The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
  3. Budgetary Review - Each application will be reviewed to ensure costs are allowable, reasonable, and allocable.
  4. Project Feasibility - Applicants should describe sufficiently and clearly how the project will be implemented.
  5. Multijurisdictional Cooperation - Where applicable, proposals should indicate what type of coordination will be established between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included where possible.
  6. Project Evaluation - Specific, measurable objectives should be presented, and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be documented or monitored. The project evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.
- B. Geographical areas of greatest need
  - C. Jurisdictions with limited resources
  - D. Current or past grant performance
  - E. Probability of success – The degree to which the design quality of a proposed project utilizes specific, national best practice standards. Applications must describe a specific plan for conducting the project and a rationale for the tasks and activities to be employed to address the problem.
  - F. Projects whose goals are self-sufficient within three years
  - G. Effective utilization of resources
  - H. Requested grant amount

## **X. Additional Requirements**

### **A. Letters of Support**

All grant applications must include letters of support from all agencies/community partners related to or involved in the composition, implementation, and operation of the requested program. These supporting documents are essential for consideration of funding.

## **XI. Notification Process**

Applicants will be notified in writing by the OHSJP whether their application has been approved or denied for funding. Notices of these decisions are tentatively scheduled for publication in October 2024. The FFY 2025 grant period is currently scheduled for October 1, 2024– September 30, 2025.

## **XII. Application Process-SCDPS Grants**

The grant application must be completed using the OHSJP's web-based grants management system, SCDPS Grants. SCDPS Grants can be accessed at <https://www.scdpsgrants.com/>, as well as through the South Carolina Department of Public Safety website at <http://www.scdps.sc.gov/ohsjp/>.

**IMPORTANT NOTE:** NEW users must submit their subgrantee user registration requests no later than **February 23, 2024**.

The application must be fully complete and submitted via SCDPS Grants prior to the application deadline, which is **March 22, 2024**. Supporting documents, letters of cooperation, and appendices relating to the application may be uploaded as attachments to an application on SCDPS Grants.

Please be aware that SCDPS Grants will allow application submissions until 11:59 PM on the application due date. However, staff will not be available to assist with application questions after 5:00 PM.

\*Applicants are encouraged to contact SCDPS program coordinators for technical assistance. We will conduct a one-time application review prior to submittal and provide specific feedback.

For programmatic questions, you may contact Amy Free (AmyFree@scdps.gov) at (803) 896-8708 or Melissa Vail (MelissaVail@scdps.gov) at (803) 896-7640. For any financial questions contact Grants-Accounting via email at GrantsAccounting@scdps.gov.

# Grant Application Check List

The following items explain the standards by which each application is evaluated. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution.

## Budget and Description –

- Proposed expenditures are reasonable, adhere to application guidelines
- Equipment/personnel is documented as necessary
- Each expenditure is explained in detail in the budget narrative

## Problem Statement –

- The problem and/or need the project will address is defined exactly as it exists in your jurisdiction (focus on the needs of your area and how the project will meet those needs)
- Local information and statistics are provided to support the request for funding (do not use statewide information alone to support the development of a local level project)
- Existing efforts, current resources, and programs being utilized to deal with the problem are thoroughly addressed

## Project Purpose –

- At least one distinct purpose/goal has been identified
- Project purpose/goal is S.M.A.R.T. (specific, measureable, achievable, relevant, and time-bound)

## Project Objectives –

- The objectives are specific and measureable to show how the goal will be achieved
- There is at least one objective per goal listed

## Performance Indicators –

- There is a performance indicator per project objective identified
- Each indicator shows how each objective will be measured and what methods will be used to evaluate progress towards achieving the objectives and goals

## Project Evaluation –

- Explain who will examine the project's objectives and performance indicators
- Explain how that person will determine the extent to which the entire project has solved the stated problem
- Evaluation is supported by the performance indicators and includes a comprehensive plan to provide an overall assessment of project effectiveness



Project Continuation –

- Explain how the project activity will be continued after federal assistance is no longer available.

Training Requirement –

- A minimum of two (2) courses identified for grant-funded personnel

Other Relevant Requirements –

- The implementation schedule should contain information on the timing of activities
- The total project area population and number of certified officers (if applicable) must be provided and letters of support from all entities involved in multijurisdictional projects should be attached
- The name, title, address, phone, and email information must be completed on the online application for the Project Director, Financial Officer, and Authorized Official. Signatures will only be required once a grant award is made.